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Morale, Welfare & Recreation and Visitors' Quarters Volume 1 Issue 4

take AIM..

A newsletter for MWR and VQ AIMS users published bi-monthly

Special points of interest:

- The next bases/ regions to go live with FICO
- Everything you have been asking about Vendors
- The past year in Review
- Kronos and HR
- Bits and Bytes and Tips and +Tricks

What a year it was !

By Tim Rushdi, Head Computer Services Branch

As we get close to the end of the fiscal year, it's a good idea to reflect on all that has happened in FY-03. Many of you went through the SAP implementation during the past year, and although there may have been moments of doubt if you will ever get there, all of you survived. It's a tribute to the dynamic people we have working in Navy MWR, that we can undergo so much change and adapt so well. The beginning of the year saw financial implementations in the Northeast region, followed by NSA Midsouth, the Pensacola region, the OTH VQ's and flying clubs in the Southwest region, the Hawaii region, four bases in the Southeast region, and as we are closing in on the end of the year, the Headquarters Central Fund will be converted to SAP in October.

The bases on SAP now represent 60.9% of MWR and VQ revenues. We anticipate completing all CONUS implementations in FY-04, then starting OCONUS in FY-05.

HR and KRONOS implementations have also been going at a rapid pace.

New technology with KRONOS brought about the web-based version that we started implementing in the Hawaii region, Mid-Atlantic region, and Great Lakes. The Southeast region recently went on the new version of KRONOS with the Northwest region following soon. HR implementations took place in Great Lakes, Hawaii, and the Northeast region and are scheduled for NSA Midsouth shortly.

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FAQs about Vendors

By Marcia Steele

Since only one or two people are authorized to request and create vendors in each company code, there are probably some questions out there about vendors.

We have compiled some of the most commonly asked questions received by the Help desk and the Data conversion Team. We hope they help …. Let us know if there are some we left out of our list.

What are the differences between Trade Vendors and Non-Trade Vendors?

The biggest difference that we all should be familiar with is that Trade Vendors are shared across company codes and are created centrally in Millington (be sure to get the latest Vendor Request form off the website periodically). Trade Vendors are the only types of vendors that can be used on a purchase order. All vendors that we procure goods and services from and all contractors should be Trade Vendors.

There are three account groups for Non-Trade vendors. All employees are Non-Trade Vendors. Employee Vendors are created locally by the Vendor POC or if the region is on SAP HR, by SAP automatically every night. Another type of Non-Trade Vendor is the Custodian Account group.

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This includes all Petty Cash and Change-Fund custodians. The third account group is the PRRF which includes all the left overs". Prizewinners, Refundees, FCC Providers, and the Citibank AO's are all PRRF vendors.

What is Withholding Tax code 07 and when do we use it?

Withholding tax code 07 is used to designate a vendor as a 1099 vendor. All contractors should have withholding tax code 07 in their vendor master record to ensure that their 1099s will print properly. If you discover that a contractor has been created incorrectly you can request that the withholding tax code be added to the master record with a Vendor Change Request. You must then go into all the invoices and check documents that have been posted to that vendor before the change was made and add the withholding tax code 07 to the vendor line items. FCC providers should also have withholding tax code 07 in their master record. It is important to make sure you know the policy on which kinds of payments to FCC providers are subject to 1099 reporting.

What do I do if a vendor is in SAP but not for my company code?

If it is a Trade vendor, the Vendor POC for your company code can request that the vendor be extended to your company code. This saves work for everyone, you don't have to find all the vendor details, the Vendor POC doesn't have to fill out the complete vendor request form (they just have to request the extension), and it can be completed by the Vendor creators in Millington much faster. It is not common practice to extend Non-Trade vendors and we never extend employee vendors (due to their numbering scheme).

What do I do if my Citibank AO's and card holders change?

This is a common occurrence, and since Citibank AO's are PRRF vendors the local Vendor POC can make any changes necessary. If there is a new AO the vendor will be created just like any existing AO's (you should use the AO vendors in the system as a guide). If an AO leaves or is replaced you should block and mark for deletion that vendor. If the cardholders under an AO change it is necessary to go to the AO table using T-code Y_DV2_24000005 to make changes to the AO to cardholder relationships. Please call the SAP Helpdesk if you have any problems maintaining this table of AO-cardholder relationships. The table itself is the source for the vendor search help no. 3 Active Vendors Only (by company code w/ credit card holder name).

I have the same vendor in the system with several different numbers, is this ok?

The answer is maybe. If the vendor is an employee, a change fund custodian, and occasionally teaches an aerobics class, they should have three separate vendor numbers for all three functions. Their employee vendor account will be a number beginning with 2 and should be used in cases where the employee needs a hand cut payroll check or for travel advances, the money will be sent directly to whatever account their payroll EFTs are sent to. Their Change Fund Custodian number should begin with a 1. This should be used only for Change Fund Replenishments. This will likely be a check vendor since most change fund and petty cash fund custodians do not have separate bank accounts set up specifically for these funds and these moneys should be separate from their personal funds. For the part time aerobics instruction, they should be created as a Trade Vendor with Contractor as their Search Term and withholding tax code 07.

However, if the vendor is created several times by mistake, this is something that needs to be corrected. If it is a Non-Trade vendor the local Vendor POC can block it and mark it for deletion after all open items have been journaled out. If it is a Trade Vendor it will need to be blocked and marked for deletion as well, but it should be requested from the Vendor Team in Millington. Make sure all open items are either cleared or transferred from the incorrect vendor to the correct vendor sub ledger account prior to blocking the incorrect vendor.

Who is responsible for collecting EFT info?

The responsibility for collecting EFT info lies with the person requesting the vendor. It is very important; it is the law that all vendors either have EFT info in their master record or a waiver. The waivers must be renewed annually and are maintained by the business office.

What is the vendor partnering function and how do I use it?

Occasionally vendors work together to sell you their products. For instance, sometimes you order a product from one vendor but pay a third party. In this case you would need to cut a purchase order to the first vendor but the invoice would need to be paid to the second vendor. Partnering the two vendors will accomplish this task. Vendors will not be partnered at the master record level because vendors are shared by various company codes. Instead, the partnering of vendors should be done via the purchase order transaction, by the user creating the purchase order. For help when partnering vendors for the first time, feel free to call the SAP helpdesk.

The Year in Review.. From New England to Pensacola to Hawaii and San Diego and Return!

The Hawaii Regional Business Office as shown here, accomplished their Go Live Date success at the End of June

The Pensacola Region went on SAP FICO during April and they were followed by additions to the Southwest Region in May. The group on the left are part of the Pensacola business Office.

During these FICO implementations, the HR/Kronos team was busy with New England, Jacksonville, the Northwest and NSA, Mid-south in Millington. Pictured are the hard workers from Newport.

What a Year It was! Continued from Page One

FY-04 HR implementations will include the Hawaii region, Southwest region, Pensacola region, along with the additional bases in the Southeast region and Mid-Atlantic region.

With Point-of- Sale, we signed a contract with Vermont Systems for their Rectrac, Golftrac and CYMS software and support Navy-wide. We are beta testing the interface into SAP at two activities at NAS Jacksonville, and will start rolling out the POS solution soon afterwards. MICROS works well in large food & beverage operations, and along with the Lodging Touch system for VQ's, we now have a solution for all activities that interface with SAP.

What does the future hold? As many of you regionalize under the new CNI structure, we will be working with you to get all the bases in your region set up to use SAP. We are also working on several initiatives to allow for different ways of doing business. These range from digitizing HR data and making it available on SAP to providing a second data center for backup purposes. As the Navy moves forward with NMCI, we are now poised to work in that infrastructure as AIMS is now NMCI certified.

We are also working with the other services in areas that may lead to more cooperative efforts. The Air Force is looking to modernize their 20 year old systems (sound familiar?) and are looking to leverage what we have done into a system similar to ours with the expectation of sharing some future development, support and costs that will benefit us all. We will be setting up a system for one of their bases so they can pilot test SAP in their environment. This may provide us the opportunity of sharing the development costs of new systems such as SAP Payroll as well as supporting each other as backup processing sites.
Next fiscal year promises to be another exciting year and we look forward to working with you to help meet your goals. In order to keep the information flow going amongst all of you, we plan on hosting an AIMS users conference in Millington. We think this will be a great learning experience for all and will provide for a great exchange of ideas.

Thanks for all your hard work and your continued support.

SEPTEMBER 2003

Sun	Mo	Tue	We	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September Highlights

15 MICROS Sasebo Mgr Training

19 KRONOS –Seattle Go-Live

21 MICROS Yokosuka Install Begins

22 CFAS FICO Training

29 NSA Midsouth HR Training

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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October Highlights

14 CFAS Operational Go-Live

17- NSA Midsouth HR Go-Live

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If you have any questions about using SAP, either FICO or HR, please contact the SAP support team by calling the SAPHelpDesk on
(901) 874-6500 or DSN 882-6500

"Bits and Bytes and Tips and Tricks"

All the latest training manuals and miscellaneous accounting forms are available at **http://mwr.navy.mil/mwrprgms/sap/infsys.htm**

There have been a number of questions regarding clearing of certain accounts.

The Finance Branch, P652 has created several reports to help clear the lump sum totals posted into SAP from the Payroll Processor, ADP. These reports can be run by the payroll processors using ADP' s "ReportSmith". Reports exist to determine what has hit in the **229 (Payroll Deductions—Other)**, the **204 (Gratuities Due Employees)** and the **205 (Service Charges Due Employees)** accounts. They can be run at any time after the payroll has been completed. If you do not have these reports, you may request them by contacting **P652G2@persnet.navy.mil.**

If you have been requested by your regional command or others to supply data for the **ABC/M (Activity Based Costing/Management)** initiative, this information is available through a SAP Report—The **Cost Center Line Item** report. It requires the use of a variant that may be obtained by calling the SAP Help Desk at (901) 874-6500 or DSN 882-6500.

SAP HR and Kronos Systems

By the SAP HR Implementation Team

FROM THE FISH MARKET TO THE GATES OF GRACELAND

Kronos WFC training was completed in the Northwest Region and they began their first full parallel August 22nd. The go-live date is September 19th. NSA Mid-South pre-implementation for Kronos WFC will be October 15-16th. The scheduled go-live for NSA Mid-South is January 9, 2004. Kathie and Cheryl visited Pike Place Market and decided not to give up their day jobs, as they would never be able to throw fish.

NSA Mid-South's SAP HR pre-implementation was August 18th. As they have completed their Access database, the team is anticipating a smooth transition. Their HR training classes will be held the week of September 29th and the go-live will be October 17th. Navy Region, Hawaii is scheduled for their HR pre-implementation in November and the HR training will take place in January.